



**Town of Surfside  
Town Commission Meeting  
October 12, 2010  
7 p.m.**

Town Hall Commission Chambers - 9293 Harding Ave, 2<sup>nd</sup> Fl  
Surfside, FL 33154

**AFTER ACTION DOCUMENT**

**1.** Special Presentation – Downtown Improvements Master Plan – Scarlet Tenen, Chairman, Planning and Zoning Board

TOWN MANAGER, ROGER CARLTON REQUESTED THAT TOURIST BUREAU DIRECTOR, **DUNCAN TAVARES** ARRANGE TO HAVE THE STUDENT SURVEY TEAM GATHER INFORMATION ON SATURDAY AND AN ADDITIONAL DAY TO ENSURE COVERAGE FOR RESIDENTS/SHOPPERS WHO WOULD NOT BE IN THE DOWNTOWN ON SATURDAY.

**2.** AT THE REQUEST OF MAYOR DANIEL DIETCH, TOWN MANAGER, ROGER CARLTON DESIGNATED TOURIST BUREAU DIRECTOR, **DUNCAN TAVARES** AND PARKS AND RECREATION DIRECTOR, **TIM MILIAN**, TO PREPARE A REPORT ON THE PROCESS THE TOWN WILL TAKE TO BECOME A “CITY OF EXCELLENCE”. THE REPORT IS TO BE ON THE AGENDA FOR THE NOVEMBER TOWN COMMISSION MEETING. **DENNIS GIORDANO** OFFERED TO ASSIST MR. TAVARES. TOWN CLERK, **DEBRA EASTMAN** WILL HELP PREPARE THE DRAFT.

**3.** PUBLIC WORKS DIRECTOR, **FERNANDO RODRIGUEZ** WILL POST THE RECENTLY AMENDED NOTIFICATION OF CHLORINATION OF WATER ON THE TOWN WEBSITE AND CHANNEL 77 AS SOON AS POSSIBLE.

**4.** PARKS AND RECREATION DIRECTOR, **TIM MILIAN** WILL FOLLOW UP ON THE INSTALLATION OF THE LIFE GUARD RINGS AS FUNDED BY COUNTY COMMISSIONER, SALLY HEYMAN. THE EXPECTED COMPLETION DATE IS NOVEMBER 5, 2010 IS ANTICIPATED. MR. MILIAN WILL ARRANGE FOR A FORMAL DEDICATION CEREMONY.

**5.** TOURIST BUREAU DIRECTOR, **DUNCAN TAVARES** WILL PREPARE A REPORT FOR THE NOVEMBER COMMISSION AGENDA WITH RECOMMENDATIONS ON HOW TO MOVE THE DOWNTOWN VISION PROJECT FORWARD.

**6.** TOWN MANAGER, ROGER CARLTON INSTRUCTED THE INFORMATION TECHNOLOGY CONSULTANT, **JOSE FELIZ** TO POST PHOTOGRAPHS OF THE PROGRESS OF THE COMMUNITY CENTER CONSTRUCTION ON THE CABLE

CHANNEL 77 AS IS ALREADY DONE ON THE TOWN WEBSITE. **CHRIS GIORDANO** WILL ARRANGE FOR THE POSTING OF PHOTOGRAPHS.

7. FINANCE DIRECTOR, **MARTIN SHERWOOD**, BUILDING OFFICIAL, **PAUL GIOIA** AND PUBLIC WORKS DIRECTOR, **FERNANDO RODRIGUEZ** WILL PREPARE AND PROVIDE A DETAILED REPORT OF MONIES PAID TO CALVIN, GIORDANO AND ASSOCIATES, INC. FOR INCLUSION IN THE NOVEMBER TOWN COMMISSION AGENDA. THE REPORT WILL INCLUDE RECOMMENDATIONS FOR MODIFYING THE RELATIONSHIP WITH THE FIRM DURING FISCAL YEAR 2010/2011. TOWN MANAGER, **ROGER CARLTON** TO MEET WITH VICE MAYOR JOE GRAUBART TO DEFINE HIS IDEAS.

8. DISCS OF THE REGULAR TOWN COMMISSION MEETING ARE AVAILABLE FOR THAT MONTH AT NO CHARGE AT THE FRONT DESK AT TOWN HALL. ONE CITIZEN HAS UTILIZED THE SERVICE IN AUGUST AND SEPTEMBER, 2010.

9. Projects Progress Report – Calvin, Giordano & Associates, Inc. **JOHN MESSARIAN**, CALVIN, GIORDANO AND ASSOCIATES WILL PREPARE AN EMAIL TO THE TOWN MANAGER WITH A DETAIL OF THE GRANTS ACTUALLY COMMITTED (NOT JUST APPLICATIONS MADE) IN THE PAST TWO YEARS. THIS REPORT WILL BE PRESENTED DURING THE NOVEMBER TOWN COMMISSION MEETING.

10. **YAMILETH SLATE-MCLOUD**, HUMAN RESOURCES COORDINATOR WILL PREPARE A DRAFT MEMO, FOR REVIEW BY THE TOWN MANAGER, TO ACCOMPANY THE FOP CONTRACT THAT WILL GIVE A DETAILED EXPLANATION OF PAY PRACTICE CONCERNS DURING THE LAST CONTRACT PERIOD.

11. TOWN CLERK, **DEBRA EASTMAN** WILL INVESTIGATE THE MIAMI DADE COUNTY HOME PAGE TO BE SURE THAT ALL SURFSIDE COMMISSIONERS ARE PROPERLY LISTED AND TAKE ACTION TO ENSURE THAT ANY MISSING INFORMATION IS PROVIDED AND POSTED.

12. TOWN CLERK, **DEBRA EASTMAN** WILL ENHANCE THE AGENDA PAGES IN THE TOWN COMMISSION MONTHLY AGENDA PACKETS WITH THE PAGE NUMBERS FOR EACH ITEM AND WILL REFERENCE ANY LINKED AGENDA ITEMS.

13. PUBLIC WORKS DIRECTOR, **FERNANDO RODRIGUEZ** WILL PREPARE AN ITEM FOR THE NOVEMBER COMMISSION AGENDA FOR THE BID AWARD AND CONTRACT AWARD FOR CONSTRUCTION OF THE MUNICIPAL PARKING LOT ASSUMING THE REQUIRED SECOND READING DESIGN ORDINANCE IS APPROVED BY THE TOWN COMMISSION.

**14. DENNIS GIORDANO**, CALVIN, GIORDANO AND ASSOCIATES, INC. WILL PROVIDE THE TOWN MANAGER WITH A MEMO BY OCTOBER 22, 2010 EXPLAINING WATER PRESSURE AND ANY WATER PRESSURE IMPACT TO EXISTING HOMES. THIS WILL BE FORWARDED TO TOWN COMMISSION AND SHIRLEY BAKER WHO REQUESTED THE INFORMATION DURING THE OCTOBER, 2010 COMMISSION MEETING.

**15. TOWN CLERK, DEBRA EASTMAN** WILL BE RESPONSIBLE FOR POSTING THE ACTION ITEM DOCUMENT ON CHANNEL 77 WITHIN THREE DAYS OF THE MEETING.

**16. TOURIST BUREAU DIRECTOR, DUNCAN TAVARES** WILL INVESTIGATE AND PREPARE A REPORT ON THE REQUEST TO AIR THE 5,000 BOOKS ON CD ON CHANNEL 77. THE REPORT WILL BE ON THE NOVEMBER TOWN COMMISSION AGENDA.

**17. TOWN CLERK, DEBRA EASTMAN** WILL PROVIDE DEMO CD'S FROM PROPOSED LEAGUE OF CITIES VENDOR, E-CITIES, A WEBSITE HOSTING COMPANY, TO THE COMMUNICATION COMMITTEE FOR THEIR REVIEW.

**18. BUILDING OFFICIAL, PAUL GIOIA** AND CODE ENFORCEMENT OFFICER, **MICHAEL GARCIA** WERE ASSIGNED TO THE CODE ENFORCEMENT COMMITTEE AND POLICE CHIEF ALLEN WILL ALSO PROVIDE A REPRESENTATIVE. THE FIRST MEETING WILL BE SCHEDULED AS SOON AS POSSIBLE.

**19. POLICE CHIEF DAVID ALLEN** WILL CONTACT THE MIAMI HERALD TO REQUEST THAT THEY INCLUDE MORE INFORMATION ABOUT POLICE INCIDENTS IN NEIGHBORS AND PREPARE A BRIEF EMAIL TO THE TOWN COMMISSION REGARDING THE RESULTS BY OCTOBER 22, 2010.

**20. IN ORDER TO ACCELERATE THE SALE AS PREVIOUSLY DIRECTED BY THE TOWN COMMISSION FINANCE DIRECTOR, MARTIN SHERWOOD** AND BUILDING OFFICIAL, **PAUL GIOIA** WILL ORDER AN UPDATE TO THE APPRAISAL OF THE MARANON PROPERTY. THE TOWN MANAGER, **ROGER CARLTON** WILL MOVE FORWARD WITH THE SALE PROCESS SUBJECT TO FINAL APPROVAL OF THE SALE WHEN THE BIDS ARE RECEIVED.

**21. FINANCE DIRECTOR, MARTIN SHERWOOD** AND BUILDING OFFICIAL, **PAUL GIOIA** WILL ORDER A NEW APPRAISAL OF THE SMALL PIECE OF PROPERTY SOUTH OF THE TOWN HALL TRAILERS AND AN UPDATED APPRAISAL OF THE VACANT LOT WHICH THE TOWN CURRENTLY RENTS AND IS USED FOR THE PARKING OF POLICE CARS. A STRATEGY RECOMMENDATION TO APPEAR ON THE NOVEMBER TOWN COMMISSION MEETING AGENDA.

**22. A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA, CALLING FOR A JOINT MEETING BETWEEN TOWN COMMISSION AND PLANNING AND ZONING BOARD TO CREATE A PROCESS TO IDENTIFY THE ISSUES TO BE RECONSIDERED IN THE ZONING CODE (ORDINANCE NO. 10-1558); AUTHORIZING Commissioner Michael Karukin TO ENTER INTO NEGOTIATIONS WITH THE PETITION COMMITTEE CHALLENGING ORDINANCE NO. 10-1558; AUTHORIZING THE TOWN MANAGER AND TOWN ATTORNEY TO DO ALL THINGS NECESSARY TO EFFECTUATE THE TERMS OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.**

**ACTION REQUIRED AND RESPONSIBLE PERSON(S):**

TOWN PLANNER, **SHELLEY EICHNER**, CALVIN, GIORDANO AND ASSOCIATES WILL WORK WITH TOWN CLERK, DEBRA EASTMAN TO SET UP THE JOINT MEETING OF THE TOWN COMMISSION AND THE PLANNING AND ZONING BOARD. THE MEETING WILL INCLUDE THE DESIGN REVIEW BOARD AND THE MEMBERS OF THE PETITION COMMITTEE WILL BE ENCOURAGED TO ATTEND. TOWN CLERK, **DEBRA EASTMAN** WILL PROVIDE THE PREVIOUSLY RECEIVED ZONING CODE FEEDBACK FORM TO THE PARTICIPANTS.

**23. TOWN MANAGER, ROGER CARLTON WILL REPORT TO THE TOWN COMMISSION AT THE NOVEMBER MEETING ON FINANCING THE WATER, SEWER AND STORM DRAINAGE PROJECT. MAYOR, VICE MAYOR AND COMMISSIONERS TO PROVIDE NAMES FOR A CITIZEN REVIEW COMMITTEE TO ASSIST THE MANAGER IN THE REVIEW OF THE ALTERNATIVES.**

**24. TOWN MANAGER, ROGER CARLTON PROVIDED AN AD FOR AN RFP FOR A CONCESSION STAND TO PARKS AND RECREATION DIRECTOR, TIM MILIAN FOR REVIEW. TIM MILIAN TO OBTAIN THE RFP FOR USE IN THE SELECTION OF THE VENDOR FOR THE COMMUNITY CENTER. TIMING OF THE PROCUREMENT TO COINCIDE WITH PLANNED OPENING FOR THIS FACILITY.**

**25. HUMAN RESOURCES COORDINATOR, YAMILETH SLATE-MCLOUD REPORTED THAT A NEW POSITION OF MAINTENANCE WORKER II, PART TIME WILL BE POSTED IN ORDER TO HIRE BY MID NOVEMBER. THE POSITION WILL ADDRESS CLEANING IN PARKING LOTS AND WHEN AVAILABLE IN THE DOWNTOWN AREA.**

**26. POLICE CHIEF DAVID ALLEN AND ASSISTANT CHIEF JOHN DICENSO WILL MANAGE THE IMPLEMENTATION OF RED LIGHT CAMERAS NOW REDUCED TO FIVE FOR COMPLETION BY FEBRUARY 1, 2011 AND THE INSTALLATION OF PARKING METER PAY STATIONS WHICH WILL BE**

COMPLETED BY EARLY DECEMBER, 2010. MONTHLY REPORTS REGARDING BOTH PROJECTS WILL APPEAR ON THE TOWN COMMISSION MONTHLY AGENDA.

**27. TOURIST BUREAU DIRECTOR, DUNCAN TAVARES** WILL PREPARE A REPORT ON THE STRATEGY FOR THE COMPLETE DISPOSITION OF LIBRARY MATERIALS FOR THE NOVEMBER TOWN COMMISSION AGENDA.

**28. TOWN ATTORNEY, LYNN DANNHEISSER** WAS AUTHORIZED TO CEASE FURTHER ACTION F&P ALUMIMUM SCREEN, INC. REGARDING THE PURCHASE OF IMPACT WINDOWS FOR THE LIFEGUARD STAND. THIS ACTION WAS TAKEN DUE TO THE LOW PROBABILITY OF ANY COMPENSATION IN RELATION TO POTENTIAL LEGAL COSTS. TOWN MANAGER, **ROGER CARLTON** INSTRUCTED TO IMPLEMENT PROCEDURES THAT WILL AVOID ANY RECURRENCE OF THIS PROBLEM.

**29. BUILDING OFFICIAL, PAUL GIOIA** WILL GIVE AN UPDATE AT THE NOVEMBER TOWN COMMISSION MEETING ON THE STATUS OF THE CODE ENFORCEMENT AMNESTY PROGRAM.

**30. TOWN MANAGER, ROGER CARLTON** AND COMMISISONER **EDWARD KOPELMAN** WILL ATTEND THE COMPREHENSIVE PLAN AMENDMENT HEARING AT THE VILLAGE OF BAL HARBOUR ON OCTOBER 19, 2010 AT 7 PM. A REPORT TO THE TOWN COMMISSION WILL BE MADE AFTER THE BAL HARBOUR MEETING.

**31. THE TOWN COMMISSION AUTHORIZED MARTIN SHERWOOD,** FINANCE DIRECTOR TO PAY TOTAL REIMBURSEMENT OF \$100 PER HOUSEHOLD FOR THE PURCHASE OF MIAMI DADE LIBRARY SYSTEM CARDS FOR SURFSIDE RESIDENTS TO A TOTAL OF \$12,000 FOR THE 2010-2011 BUDGET YEAR.

**32. TOWN MANAGER, ROGER CARLTON** IN CONJUNCTION WITH TOWN ATTORNEY, **LYNN DANNHEISSER** WILL FINALIZE THE INFORMATIONAL MAILER TO TOWN RESIDENTS REGARDING THE CHARTER CHANGE QUESTION ON THE NOVEMBER 2, 2010 BALLOT.

**33. TOWN MANAGER, ROGER CARLTON** WILL PREPARE A POLICY FOR THE PHOTO/FILM PERMIT PROGRAM IN CONJUNCTION WITH INPUT FROM SURFSIDE CITIZENS. A REPORT WILL BE PREPARED BY PARKS AND RECREATION DIRECTOR **TIM MILIAN**, POLICE CHIEF **DAVID ALLEN** AND TOURIST BUREAU DIRECTOR, **DUNCAN TAVARES** FOR THE DECEMBER TOWN COMMISSION AGENDA.

**34. MAYOR DANIEL DIETCH** WILL SCHEDULE A TOWN HALL MEETING TO INTRODUCE INTERIM TOWN MANAGER, **ROGER CARLTON** TO THE COMMUNITY.

**35. TOURIST BUREAU DIRECTOR, DUNCAN TAVARES** WILL MAKE A FORMAL REQUEST TO FOLLOW UP ON THE OFFER OF MIAMI DADE COUNTY COMMISSIONER SALLY HEYMAN TO BRING THE BOOK MOBILE TO SURFSIDE.

**36. TOWN MANAGER, ROGER CARLTON** WILL REVIEW THE POTENTIAL LINKING OF THE SURFSIDE CIRCULATOR BUS WITH OTHER COMMUNITIES TO ALLOW RESIDENTS TRANSPORTATION TO THE SUNNY ISLES LIBRARY AND POSSIBLE OTHER DESTINATIONS. A REPORT WILL BE MADE TO THE TOWN COMMISSION AT THEIR NOVEMBER MEETING.

**37. TOWN MANAGER, ROGER CARLTON** AND TOWN ATTORNEY, LYNN DANNHEISSER WILL REVIEW AND SUGGEST A MORE EFFICIENT PROCESS FOR ORDINANCES TO BE HEARD BY BOTH THE TOWN COMMISSION AND PLANNING AND ZONING BOARD. A REPORT WILL BE MADE TO THE TOWN COMMISSION AT THEIR NOVEMBER MEETING.

**38. TOWN MANAGER, ROGER CARLTON** INSTRUCTED PUBLIC WORKS DIRECTOR, FERNANDO RODRIGUEZ WITH THE ASSISTANCE OF **JOHN MESSARIAN**, TOWN ENGINEER WITH CALVIN, GIORDANO AND ASSOCIATES TO OBTAIN INFORMATION REGARDING A WATER SAVING PROGRAM THAT WOULD PROVIDE REDUCE WATER USAGE IN TOILETS. A REPORT WILL BE PRESENTED TO THE TOWN COMMISSION AT THEIR NOVEMBER MEETING.

**39. TOWN MANAGER, ROGER CARLTON** AND TOWN CLERK, **DEBRA EASTMAN** WILL WORK WITH VICE MAYOR JOE GRAUBART TO EXTEND AN INVITATION TO ROBERT MEYERS FROM MIAMI DADE COUNTY COMMISSION ON ETHICS TO COME TO THE NOVEMBER COMMISSION MEETING TO DISCUSS CONCERNS WITH PUBLIC DEBT.

**40. TOWN MANAGER, ROGER CARLTON** TO REVIEW FORMER VICE MAYOR MARC IMBERMANS NEWSLETTER AND DETERMINE IF THE NEWLY CREATED AFTER ACTION DOCUMENT COULD BE MAILED TO THAT EMAIL GROUP.

**41. TOWN MANAGER, ROGER CARLTON AND HUMAN RESOURCES COORDINATOR, YAMILETH SLATE-MCLOUD WILL REVIEW THE REQUEST OF COMMISSIONER MARTA OLCHYK TO TIE SALARY INCREASES TO A PERFORMANCE REVIEW AND WILL REPORT BACK BY JANUARY, 2011.**

**NOTE: FOR THE DETAILED AGENDA AND TOWN COMMISSION VOTES PLEASE REFER TO THE AGENDA WITH VOTES INCLUDED ON THIS WEBSITE.**